January 7, 2020

Administrative Support Coordinator, UAS 1660

Chin Family Institute for Nursing

Salary Range: $21.00/hourly

Work Schedule: This is a full-time, fully benefited position. Monday – Friday 8:00 a.m. to 5:00 p.m.; non-exempt position. This position is contingent upon the availability of funds.

Essential Functions: Under the general supervision of the Executive Director of the Chin Family Institute for Nursing, the candidate will provide critical administrative support and coordination of daily office operations for the Chin Family Institute for Nursing. The incumbent is responsible for working on schedules; working in conjunction with project directors to create program schedules; managing program budgets; corresponding as necessary with other organizations on campus and as needed in the community; maintaining program website and informational materials; participating in community outreach, managing various program projects as necessary; and working collaboratively with the HHS Dean's Office. The incumbent must arrange and attend meetings, record, transcribe and distribute meeting minutes and be able to assemble pertinent background material for meetings, reports, correspondence, etc. The candidate will also coordinate the processing of financial and human resources forms, office equipment purchases and material and act as a liaison to internal and external contacts; answer inquiries and respond to and/or resolve a variety of issues, and inventory and order supplies with other duties as assigned.

Requirements: The incumbent must have 4+ years of related experience and an Associate Degree or higher, possess working knowledge of University resources, policies, and procedures; excellent verbal and written communication skills, with a sound foundation in English grammar, spelling, and punctuation and strong organizational and customer service skills. The incumbent must have experience with Microsoft Office applications and the ability to use a broad range of technology. The incumbent must be precise, accurate, detail-oriented, and demonstrate a strong desire and ability to take the initiative and maintain ownership of everyday duties and projects; have the ability to independently evaluate and set priorities; work independently with minimal supervision; coordinate multiple work assignments; interpret and process forms and documents in an efficient, systematic operation and communicate effectively orally and in writing with staff, university administrators and partners of the Chin Family Institute for Nursing. The incumbent must have the ability to prepare financial and operational reports; assist with preparation of short- and long-range budget plans; review and approve financial transactions within established guidelines. The incumbent must have the ability to plan, publicize, and coordinate special events and public relation activities; compile and analyze data; be able to coordinate travel arrangements, prepare itineraries, prepare and submit travel expense documents for staff or invited guests. The incumbent must demonstrate an interest or ability in working in a multicultural/multiethnic environment. Fingerprinting will be taken and checked by the California Department of Justice and FBI. The incumbent may be responsible for the fingerprinting processing fee. A completed UAS employment application is required.

Review of applications/resumes will begin in January 10, 2020 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. You may apply to: uashr@cslanet.calstatela.edu or mail to: Cal State LA University Auxiliary Services Inc., 5151 State University Drive, GE 310, Los Angeles, CA 90032-8534

UAS hires only those individuals lawfully authorized to work in the United States. Americans with Disabilities (ADA) requested accommodations should be made in advance to the UAS Human Resources Department.

Cal State LA University Auxiliary Services, Inc. is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.